

Instructions for completing IT EQUIPMENT MOVEMENT FORMS

DSSPC- 2 & DSSPC-2a


Complete an **IT EQUIPMENT MOVEMENT FORM** (DSSPC-2) each time **one** (*tagged or untagged*) asset is moved from an area in one location code to an area in another location code.

Complete an **IT EQUIPMENT MOVEMENT ADDITIONAL LISTING FORM** (DSSPC-2a) each time **more than one** (*tagged or untagged*) asset is moved from one location code to the same new location code. Always complete and attach a DSSPC-2 as the cover page when using a DSSPC-2a.

NOTE: If equipment is delivered to a temporary storage location, a new form to document further movement must be initiated.



PICKUP INSTRUCTIONS

Organization Property Manager/DSS Employee at Pickup Site shall:

- Enter all information requested on the top of the Asset Movement Form (Tag Number, Serial Number, Description and assigned Remedy Ticket Number).
- Enter all asset information requested in the PICK UP section of the IT Equipment Movement Form (Location Code, Site Name, Phone Number and Pickup Address).
- Print and sign the form verifying information entered.
- The IT Technician receiving the equipment must print and sign his/her name in the first space provided.
-  After the IT Tech signs the IT Equipment Movement Form acknowledging receipt of the asset/s, the Property Manager/DSS Employee at the PICK UP location shall immediately scan/fax a copy of the IT Equipment Movement Form to the DSS OM&F Property Control employee listed at the bottom of the DSSPC-2.
- The Property Manager/DSS Employee at the PICK Up location shall keep a copy of the IT Equipment Movement Form for their file and give the **original** to the IT Tech for completion at the delivery location.

NOTE: Space is provided for several signatures, if equipment movement requires receipt by several IT Techs before the equipment reaches the FINAL DELIVERY LOCATION.

Delivery Instructions

- The last IT Tech in receipt of the equipment shall enter all information requested under the FINAL DELIVERY LOCATION section of the IT Equipment Movement Form.
- The Property Control Manager or DSS Employee accepting delivery of the equipment must sign and date in the space provided.
-   The last IT Tech in receipt of the equipment shall (1.) give a copy of the completed IT Equipment Movement Form to the Property Control Manager/DSS Employee accepting delivery of equipment and (2.) submit the original completed IT Equipment Movement Form to the DSS OM&F Proper Control employee listed at the bottom of the DSSPC-2 for updating in the Asset Management System.